

CSC Adopted: October 2001, CSC Revised: \_\_\_\_\_**Class Title: Forestry Supervisor****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Manages the activities and scheduling of several work crews engaged in pruning, removal, fertilizing, and planting of trees on city property. Investigates citizen service requests and assesses the maintenance needs of trees.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.*

Physical Strength Code		ESSENTIAL FUNCTIONS
1	H	Manages crews by assigning crews and equipment to specific jobs, overseeing their work, establishing goals and objectives, directing emergency field operations, and training employees and implementing safety programs.
2	H	Assesses the maintenance needs of trees and ensures their protection by completing tree condition assessments, determining the appropriate pesticide application or other treatment, and monitoring the compliance of tree work permits and contractual work with city policies.
3	L	Responds to emergencies involving fallen trees and broken limbs, service requests and complaints by investigating problems, assessing work conditions, coordinating and assigning responsibilities to various crews and equipment, and conveying inspection results and tree work policies to the public.
4	M	Maintains forestry equipment by ensuring its repair and instructing employees proper use of equipment.

CSC Adopted: October 2001, CSC Revised: \_\_\_\_\_**CLASS REQUIREMENTS:**

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Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with a two year associate's degree, diploma or equivalent from a college, technical, business, vocational, or correspondence school. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Three years experience direct supervisory experience and experience in professional tree care.
Certifications and Other Requirements	Valid Driver's License, Certified Commercial Pesticide Applicator, Certified Arborist, CPR Certification
Reading	Work requires the ability to read public service requests, City policies, supervisor forms, blueprints, technical journals, and general correspondence.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division, as well as basic algebra and application of mathematical/physics principles related to rigging and roping applications.
Writing	Work requires the ability to write supervisory forms, performance reviews, various reports, and general correspondence.
Managerial	Managerial responsibilities include overseeing bureau field operations following major storms, managing forestry equipment and supply inventory, organizing programs for forestry crews, coordinating field surveys, and collecting statistical data.
Budget Responsibility	Prepares documents and does research to justify language used in documents for a unit of a department and may recommend budget allocations.
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a regular group of employees in a work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness, and realigning work as needed.
Complexity	Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of policies, standards, and precedents.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers, sales representatives and the general public.

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Sedentary	Light	Medium	Heavy X	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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*This is a description of the way the job is currently performed; it does not address the potential for accommodation.*

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Looking at maps, at worksites
Sitting	F	Computer, desk work, driving
Walking	F	Site inspections
Lifting	F	Logs, brush, boxes
Carrying	F	Logs, reports, boxes, files
Pushing/Pulling	F	Tree pruner saw
Reaching	F	Pole pruner, chainsaw
Handling	F	Chainsaw
Fine Dexterity	F	Tree climbing, computer keyboard, writing, telephone keypad
Kneeling	O	Inspecting trees
Crouching	O	Adjusting and sharpening chainsaws
Crawling	O	Under vehicles and machinery for repairs
Bending	O	Picking up brush and logs
Twisting	F	Using chainsaws, chipping tree limbs
Climbing	F	Climbing trees, getting on and off equipment, ladders, stairs
Balancing	F	Climbing trees, getting on and off equipment, ladders, stairs
Vision	C	Inspecting trees, computer, desk work, writing, reading, observations, supervision of staff, field work, use of equipment
Hearing	C	Crews, supervisors, co-workers, citizens, field work
Talking	F	Crews, supervisors, co-workers, citizens, field work
Foot Controls	F	Driving vehicles, operating equipment
Other (specify)	N	

CSC Adopted: **October 2001**, CSC Revised: \_\_\_\_\_**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Brush clippers, dump trucks, loaders, bucket trucks, cranes, stump grinders, chainsaws, power pole saw, hydraulic and mist sprayers, rigging devices, rope, pesticides and fertilizers, computer, standard Microsoft Windows and Office software, specialized Tree Management software, ArcView/GIS software, GPS equipment

**ENVIRONMENTAL FACTORS:**

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	D	Dirt and Dust	D
Chemical Hazards	W	Extreme Temperatures	S
Electrical Hazards	M	Noise and Vibration	D
Fire Hazards	W	Fumes and Odors	D
Explosives	M	Wetness/Humidity	S
Communicable Diseases	N	Darkness or Poor Lighting	M
Physical Danger or Abuse	D		
Other (see 1 below)	M		

PRIMARY WORK LOCATION	
Office Environment	--
Warehouse	--
Shop	--
Vehicle	--
Outdoors	X
Other (see 2 below)	--

(1) Working in tall trees

(2)

**PROTECTIVE EQUIPMENT REQUIRED:**

Hearing and eye protection, gloves, face shields, dust mask, spray suits, pesticide respirator, steel toed shoes, climbing saddles and gear, back braces, safety harness, chainsaw chaps

**NON-PHYSICAL DEMANDS:**

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	F
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	F
Other (see 3 below)	N

(3)